



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF CHARITABLE GAMING

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

MEETING MINUTES:	BOARD OF CHARITABLE GAMING PUBLIC WORKSHOP
MEETING DATE AND TIME:	Monday, October 20, 2014 at 6:00 p.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Public Service Commission Conference Room Cannon Building, First Floor
APPROVED:	December 3, 2014

MEMBERS PRESENT

Scott Angelucci, Public Member
Francis Gant, Delaware Firefighters Association Member
Jay Mervine, Public Member

MEMBERS ABSENT

Janet Williams-Coger, Non-Profit Member, Chair
Tim Winstead, State Lottery Office Member, Vice Chair

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Amanda McAtee, Administrative Specialist II
Jean Betley, License Investigator III
Elaine Lewis, Gaming Inspector
Eric Rauch, Gaming Inspector

PUBLIC PRESENT

Mary Jane Stubbs, Goodwill Fire Company Ladies Auxiliary
Brian Baull, Indian River High School band Boosters
Lissa Scott, Mid-Atlantic Great Dane Rescue
Barbara Palladino, Friends for Rescue and Pet Care
Ron Russo, Corpus Christi Parish
Sharon Burg, Corpus Christi Parish
Della S., Corpus Christi Parish
Tom Mitten, Corpus Christi Parish
Betty Greenawalt, Lakeside Comm. HOA
Anna Mae R., Lakeside Comm. HOA
Patricia Brady-Rice, Lakeside Comm. HOA
Raymond Myers, FOP Lodge 16
Joe Franzoni, AETNA HHL
Lawrence Waters, VFW 475
William S., VFW 475

CALL TO ORDER

Mr. Angelucci called the meeting to order at 6:05 p.m.

UNFINISHED BUSINESS – None

NEW BUSINESS

Bingo and Charitable Gaming Event Discussion

Application

Permits

Rules and Regulations

Recent Statute (Law) Changes

Ms. McAtee presented a power point presentation covering the topics of bingo and charitable gaming events. Ms. Lewis explained cookie jar bingo procedures. The power point presentation is attached.

CORRESPONDENCE – none

OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)

PUBLIC COMMENT

The Board was questioned about video lottery machines. Ms. McAtee stated that the Delaware Lottery permitted and controlled charitable video lottery machines and any inquiries would have to be directed to their office.

The Board was questioned about cookie jar bingo procedures. Ms. Lewis stated that an organization did not have to offer a cookie jar but many did as a means to entice more players to attend bingo events. Ms. Lewis reviewed the rules and regulations for cookie jar bingo.

The Board was questioned about bingo payouts based on attendance. Ms. McAtee stated that the prize list on addendum A of the organizations application had to reflect the prizes that would be awarded at the event. If the prizes changed based on attendance, the organization had to submit alternative addendum A's with their application. Ms. Lewis stated that the reduced payouts had to be posted in the bingo hall and the prize had to be announced before each game was called.

NEXT MEETING

The next scheduled Board meeting is October 22, 2014 at 10:00 a.m., at 861 Silver Lake Boulevard, Cannon Building Conference Room B, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Gant made a motion, seconded by Mr. Mervine, to adjourn the meeting at 7:30 p.m. The motion carried unanimously.

Respectfully Submitted,



Amanda McAtee
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.







Introductions

- o Board now meets the fourth Wednesday each month at 10 a.m.
- o Except for the December meeting, Board will meet on Monday, December 22nd at 10 a.m.
- o Check the public calendar online for agendas, minutes, and meeting dates
- o www.dpr.delaware.gov
- o DPR's website has a new look, link is now on the right hand side of the page

Who Can Apply?

- o Volunteer fire companies, veterans organizations, religious or charitable organizations, and fraternal societies that have been in existence a minimum of two years in the State of Delaware provided:
- o The net profits from permitted events are used solely for the achievement of the purposes of the organization as described in the organization's by-laws.
- o At the time of application, the Internal Revenue Service (IRS) recognizes the organization as a charitable organization as described in Section 170 of the Internal Revenue Code.
- o 501 c 3

Application Process

- o Submit application *at least* 10 business days before your event (does not include weekends or State holidays)
- o **Please allow enough processing time** - submitting on the 10th business day or less before the event, may result in your event dating passing before permits are issued
- o Submit *at least* 10 business days before the Board meeting before your scheduled event (incomplete apps will delay processing and will *not* be included on the Board's agenda)
- o Can submit an application up to a year in advance
- o **If your event date passes before your application is reviewed and permitted, you are not permitted to hold your event**
 - o **ALL first time applicants must be Board reviewed**

Application Process

- **First-Time Applicants must submit:**
 - **IRS letter dated within the past 12 months**
 - Call IRS at 1-877-829-5500 for letter
 - **Organization's formation documents**
 - Articles of Incorporation, By-Laws, Constitution, Charter, etc.
 - Parent letter stating group is in good standing (if applicable)
 - The documentation submitted must include your organization's purpose and/or mission statement.
 - **Member in charge letter**
 - On organization's letterhead, signed by officer of organization, designating up to 5 members in charge

Application Process

For All Applicants:

- If your members in charge have changed since last event/application, submit a new member in charge letter
- If event is not at physical location, submit either a permission for use letter or copy of signed lease agreement
 - CG – If using 3rd party vendor, submit contract and house rules (vendor must be licensed)
- Complete and submit Addendum A (bingo only)
- Be specific with event dates. List the month, day, and year (listing every Monday is not acceptable)

Application Process Bingo Only

- **Addendum A**
 - Multiple events w/ different prizes/games you must complete and submit an Addendum A for each proposed event date.
 - If everything is the same for each event only submit one Addendum A
 - Prizes based on attendance: must submit an Addendum A for each proposed amount of attendees
 - Basket Bingo: if filling baskets or other items, your total value must reflect all fillings

Application Process

- o Application Reminders
 - o Your AORs (after occasion reports) must be up to date
 - o Make sure your application is notarized and complete
 - o Pay the correct application fee (\$15 per event date)
 - o Any missing information will delay the processing of your application
 - o Check your email: we email when there is an issue with the application

Current Rules and Regulations Bingo

- o Sale of alcoholic beverages is prohibited
- o **Under age of 18 cannot play**
- o Anyone over the age of 16 may conduct or assist in conducting the bingo game
- o Anyone over the age of 14 may act as wait staff in the handling of food or drinks at bingo event

Recent Law Changes – Bingo

- o Please use the current form on DPR's website (lower left corner revised date of 02/2014)
- o Bingo can now begin at 12 noon
- o Prize limits have increased to
 - o \$350 for single game
 - o \$3,000 per event

Instant Bingo

- o Yearly License
 - o \$300 per year
 - o Can renew online each year before expiration date
 - o Cards must be sealed or covered
 - o Must reveal instantly if the holder has won a prize
 - o "Bar Bingo" is not covered under this license and is not a permitted charitable gaming activity



Instant Bingo

- o Instant Bingo can be played during a Bingo event as long as the organization is licensed for both Instant Bingo and the Bingo event
 - o Cannot become part of a Bingo event game - they are separate games
- o **Under 18 cannot play**
 - o Can be sold in machines or loose
 - o No AOR reports required
 - o Organization can use any vendor to purchase tickets or vending machines



Charitable Gaming Current Rules and Regulations

- o Slot machines, roulette, craps and baccarat games are prohibited
- o Events are limited to six hours
- o Games may not begin prior to 1:30 p.m. and must conclude by 1:00 a.m.
- o **Under age of 18 cannot play**

Charitable Gaming Recent Law Changes

- Alcohol is permitted at events pursuant to the Delaware Liquor Control Act

Third Party Vendors -CG

- Must be licensed
- Can verify online or call Division
- Bingo cannot use a 3rd party vendor

FAQ - Bingo

- What has to be included in our house rules?**
 - House Rules should contain any rules related to your Bingo event that are specific to your venue and game. These rules should be displayed (hung) in 4 areas of the venue. (Examples may include entry after the games have begun, bingo needing to be called on the last ball, no external food/beverage allowed in venue, etc.) (Rule 4.21)

FAQ - Bingo

◦ **Can the prize we give vary from what we stated on the application?**

◦ No, the prizes cannot vary from what is provided (stated) on the application. If the prizes change after the application is submitted, an amendment can be submitted. If this amendment is approved by the Board, the prizes can vary from the application. (Rule 3.5)

FAQ - Bingo

◦ **Can I change information on my application after it's been approved?**

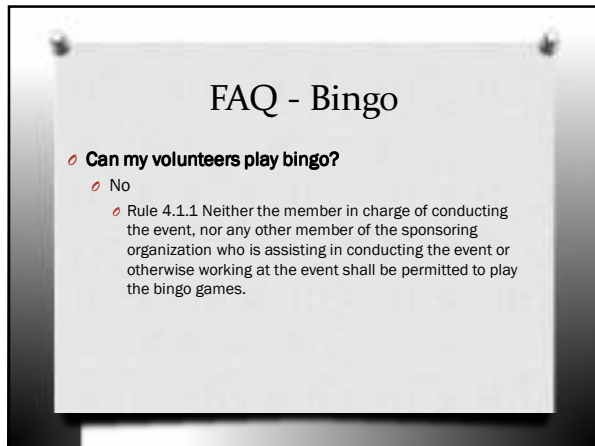
◦ Submit the amendment request in writing. As long as an amendment has been submitted and approved by the Board, the information on the original application can be different from the originally submitted application. (Rule 3.5)

FAQ - Bingo

◦ **How do I handle a tie?**

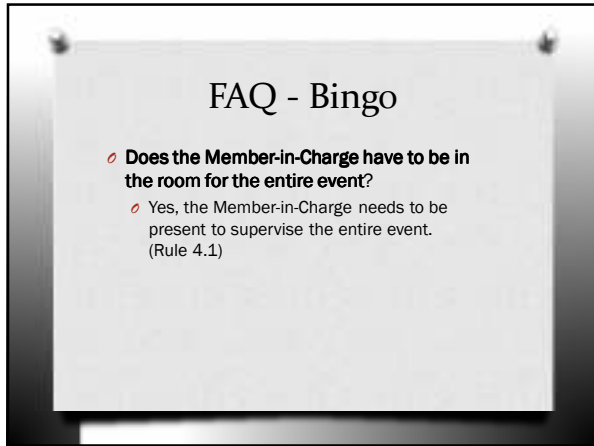
◦ If monetary, shall be divided as equally as possible.

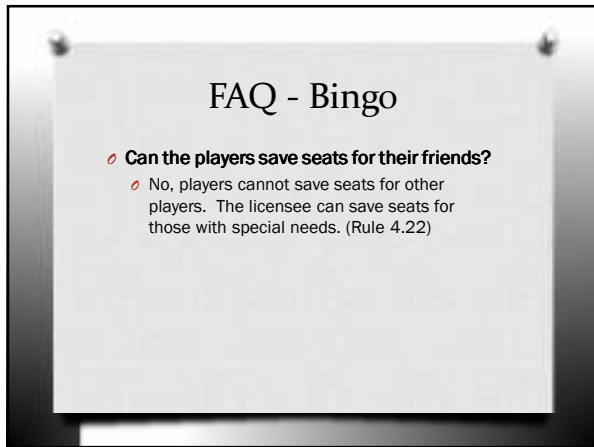
◦ Not a monetary prize, a single winner may be determined in accordance with the organization's own house rules. The other players who qualified to win the game may be given a chance to win a later game or drawing with the winner of that game or drawing receiving the prize offered at that time. The value of the prize at the subsequent game or drawing shall be counted toward the maximum allowable prizes for the entire event. (Rule 4.11)













FAQ - Bingo

Can we charge an admission fee to enter the venue?

- Yes, you can charge an admission fee as long as the fee allows the player to participate in all regular games without an additional charge at the event OR to free refreshments (Rule 4.23)

FAQ – Charitable Gaming

How do I keep track of the player's losses?

- The best way to keep track of the \$150 limit a player can lose is to use chips. If chips are not available, or the organization cannot afford them, then the nonprofit needs to have a buy in sheet and have players buy in for change. The log sheet must include the players first and last name, the dollar amount they are starting with and any additional monies they play at the event. (Rule 6.3)

FAQ – Charitable Gaming

Can the member in charge ask the third party vendor to run the event in their absence so the event is not cancelled?

- No, the third party vendor cannot assist in running the event. If the nonprofit cannot be present, the event must be cancelled. (Rule 3.1.1)

FAQ – Charitable Gaming

◦ **Can third party vendors play poker at the event?**

◦ No, no one affiliated with the third party vendor can play poker at the event (Rule 4.0)

FAQ – Charitable Gaming

◦ **Do I have to initiate the games that I stated on my application?**

◦ Yes, the license is specific as to what games you are licensed to play. If the games are going to be altered from the license, the nonprofit will need to get approval prior to the event.

FAQ – Charitable Gaming

◦ **Why do I need to provide a membership list?**

◦ The membership list is needed for the Inspectors to verify all members in charge and volunteers that are working at the event. (Rule 2.0)

FAQ – Charitable Gaming

◊ **Who collects and counts the money during and after the event?**

◊ The nonprofit organization handles all money at the event. If a third party vendor is involved they cannot handle any of the money made at the event. (Rule 3.1.5)

FAQ – Charitable Gaming

◊ **How is the vendor paid?**

◊ The vendor is paid by the nonprofit at the end of the event. The third party vendor cannot hold any money for any period of time.

FAQ – Charitable Gaming

◊ **Can dealers accept tips?**

◊ No, the dealers cannot accept tips per the rules and regulations. (Rule 3.1.6)

FAQ – Charitable Gaming

◦ **How much can the third party vendor charge?**

◦ The Board has deemed that a reasonable compensation can be charged to hold an event at a third party vendor's location. (Rule 3.1.6)

FAQ – Charitable Gaming

◦ **Do the volunteers of the organization have to display identification?**

◦ Yes, all volunteers, including the member in charge, must display identification at the event. (Rule 3.1.4)

FAQ – Charitable Gaming

◦ **Where does my license have to be displayed during the event?**

◦ In a conspicuous place that can be seen by all in the gaming room. (28 Del C. § 1518 (b))

Cookie Jar FAQ - Bingo

- o Fee is outside of game packet
 - o Give player a receipt for cookie jar
- o Specific rules need to be in house rules
- o Only one jar is ran at a time
- o Pull one number at the beginning
- o Announce the amount of the jar before playing
 - o post number of cookie jar for all players to see

Cookie Jar FAQ - Bingo

- o If a player achieves bingo when the cookie jar number is drawn, they win the jar funds
- o May not offer a cookie jar game or designate the last game
- o Cookie jar is played on all regular games
- o If no one achieves bingo with the cookie jar number, the jar is not awarded

Cookie Jar FAQ - Bingo

- o Jar can be in an amount up to \$1000
- o First jar must be awarded before starting a third jar
 - o May not have more than two jars
- o If two jars contain the maximum amount, the first jar must be awarded at the event
 - o If no one wins, must hold special game or full card or black out must be played
 - o Use a new card
 - o First player to cover all spaces will win jar

